



# MASON COUNTY DEMOCRATS

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## PREAMBLE

The purpose of the Mason County Democrats is to help elect Local, State and National leaders who work for equality, justice, security, and opportunity for all. To this end, the organization seeks out and welcomes those who believe in an individual's right to choose, the rule of law, the Constitution of the United States, and the principles of the Democratic Party. We work to promote government effectiveness and to further the success of the Party in national, state, and county elections. We strive to educate our members and the public about Democratic Party principles, support local Party officials, and build and maintain an effective local Democratic organization that recruits, assists, and elects candidates to office who share Party values.

## ARTICLE 1 – NAME AND MEMBERSHIP

### Section 1: Special Terms

“Associate Member” means a person who is a dues paying Member, but not an elected or appointed PCO.

“Approved Budget” means the two-year budget approved or amended by the Governing Body in accordance with Article “Governing Body” means all PCOs, elected and appointed.

“Mason County Democrats” means the Governing Body and all Members.

“MCDCC” means the Mason County Democratic Central Committee.

“Member” means any person who is a member of the Mason County Democrats regardless of whether an elected PCO, an appointed PCO, or an associate Member; Membership in the collective.

“Party” means Democratic Party.

“PCO” means Precinct Committee Officer; “PCOs” in the collective.

“State Committee Members” is the collective term for the State Committeewoman and State Committeeman, hence for State Committee Members.

“State Party” means the Democratic Party of the State of Washington, its Charter and Bylaws

### Section 2: Name

The official name of the organization is the **Mason County Democratic Central Committee** (MCDCC).

### Section 3: Governing Body

In accordance with State Party Bylaws, the Governing Body consists of all elected and appointed PCOs.

### Section 4: Members

Residents of Mason County who declares themselves to be a Democrat may become a Member upon payment of annual dues. Members are not PCOs are Associate Members. The right of Associate Members to vote vests immediately if dues are paid in December – February of the dues year. Renewing Members who pay dues by March 1 are not subject to the thirty-day vesting period. The Governing Body shall establish the amount of annual dues at the December Meeting of the previous calendar year. The Chair or Treasurer may waive payment of dues for any Member if the Member requests such a waiver.

## ARTICLE 2 –PRECINCT COMMITTEE OFFICERS

### Section 1: PCO Duties

The duties of PCOs are as prescribed by the State Party and law, including but not limited to, Chapter 29A.80 RCW as amended. Additional duties of PCOs are: (1) attend all organization, regular, and special meetings and participate in the organization's affairs; (2) attend all Legislative District meetings in the Legislative District in

which they reside, and through their participation elect a District Chair, Vice Chair, and two representatives to the State Central Committee; (3) recruit and recommend to the Chair the names of persons willing to serve as Election Board workers; (4), canvassing, doorbelling, arranging coffee hours, poll watching, to help elect Democrats.

### **Section 2: PCO Vacancies**

In accordance with state law, the Chair may make appointments to fill precinct vacancies subject to approval by the Governing Body. Prior to appointment the proposed PCO must make a personal appearance before the Executive Committee, unless excused for a bona fide reason. No appointment shall be made less than thirty (30) days before an election, nominations, or recommendation to fulfill a vacancy in office. All elected and appointed PCOs shall take the oath of office.

### **Section 3: Deputy PCOs**

A PCO may designate, in writing, a Deputy PCO to carry their proxy and assist in fulfilling PCO duties. The name of the Deputy PCO shall be filed with the Secretary and will remain in effect until revoked by the PCO. The qualifications to be Deputy PCO shall be the same as the qualifications of the PCO under law and these Bylaws. A Deputy PCO may carry the proxy for any vote unless otherwise prohibited by law, the State Party, or these Bylaws.

## **ARTICLE 3 – OFFICERS**

### **Section 1: Identification and Election of Officers**

The officers are the Chair, Vice Chair, Secretary, Treasurer, and State Committee Members. The Chair and Vice Chair and shall be of opposite sexes in accordance with RCW 29A.80.030, as amended. All officers shall be elected at the organizational meeting held in accordance with Article 6, Section 1 of these Bylaws and shall serve until the time of convening the next organizational meeting. Any Member may hold office.

### **Section 2: Vacancy in Office**

If any office becomes vacant, an election by ballot to fill the vacancy shall be held at the next regular meeting. If the office of Chair is vacant, the Vice Chair shall automatically assume the duties and serve as Acting Chair until an election is held. The Secretary must notify PCOs in writing of the vacancy and the forthcoming election.

### **Section 3: Conflict of Interest**

With the exception candidacy for PCO, no (1) candidate for partisan office or (2) candidate for appointment to a vacancy in an elective partisan office may serve as an officer during the calendar year of the election or appointment. Within two (2) weeks of becoming a candidate, the candidate's Executive Committee position will be considered vacant.

## **ARTICLE 4 – DUTIES OF THE OFFICERS**

### **Section 1: Chair**

The Chair shall preside over the Executive Committee and all meetings, unless otherwise prescribed by law or the State Party. The Chair shall maintain a position of impartiality while chairing meetings. Accordingly, the Chair shall not customarily vote, except – if the Chair is a PCO – on matters reserved to PCOs. The Chair shall be the chief **executive** and chief information officer.

A chief executive officer (CEO) is the highest-ranking executive in a company and is responsible for leading the organization and making major decisions. Their responsibilities include:

- **Setting goals:** Creating and implementing the company's vision, strategy, culture, and goals
- **Managing operations:** Overseeing all aspects of the business, including finance, marketing, human resources, and operations
- **Communicating:** Acting as the main point of communication between the board of directors and corporate operations, and representing the company to the public

- **Managing resources:** Driving the company's workforce and resources toward strategic goals
- **Managing risks:** Assessing and minimizing risks to the company
- **Negotiating:** Negotiating or approving agreements and contracts
- **Evaluating:** Evaluating and tracking the company's success in reaching its goals

### **Section 2: Vice Chair**

The Vice Chair shall perform such duties as usually pertain to that office or as may be assigned by the Chair. The Vice Chair shall preside when the Chair is absent.

### **Section 3: Secretary**

The Secretary shall keep a roll of all Members with contact information, a record of attendance, all minutes of each regular, special, and Executive Committee meetings, all correspondence received and sent, and official copies of the Bylaws, policies, and procedures. The Secretary shall provide notice when and, in the manner, required by these Bylaws. The Secretary shall be the chief administrative and records officer.

### **Section 4: Treasurer**

The Treasurer is the Chief Financial Officer responsible for all the income and expense reporting for the organization to the State and Federal Government and to the Organization.

- A. The Treasurer, with the Chair, shall prepare a budget for approval by the Governing Body in accordance with Article 8.
- B. Treasurer shall keep complete books of account that accurately reflect the receipts, expenditures, assets, and liabilities of the organization, and make all reports required by State and Federal laws and regulations.
  1. The Treasurer will maintain MCDCC in compliance with the Washington State PDC reporting requirements, MCDCC, and Federal requirements.
  2. The books of the Treasurer shall be audited annually by a committee appointed by the Chair.
  3. An annual written financial report shall be provided to the Governing Body at the January or February regular meeting.
  4. The Treasurer or a Treasurer Committee will maintain a history of expense and income by Category for MCDCC over a rolling 5-year period. These will be archived.
  5. The Treasurer, with the Chair, shall prepare a budget for approval by the Governing Body in accordance with Article 8.
  6. All monies received by the organization shall be deposited by the Treasurer in a bank selected by the Executive Committee. Generally, in accordance with the Approved Budget, the Treasurer shall receive and disburse funds.

### **Section 5: State Committee Members**

- A. The State Committeeman and the State Committeewoman shall represent the county at all meetings of the State Party and provide a report on the meetings to the Membership.
- B. These representatives may select an alternate from the Membership to carry their written proxy to State Party meetings.
- C. The State Committee Members shall be the chief policy officers. They shall bring resolutions to the body for endorsement in a timely manner for submittal to the state conventions and review significant resolutions passed by the state as well as State Legislative priorities.
- D. They will help energize action for state legislative priorities as promoted and approved by the State Advocacy committee. They will report on State Committee activities.

### **Section 6: Succession of Officers and Committee**

At the conclusions of their terms in office, each officer shall turn over to the successor all minutes, records, and documents pertaining to the procedures, actions, and history of the organization.

## **ARTICLE 5 – COMMITTEES**

### **Section 1: Standing Committees**

The Chair, with the advice and consent of the E-Board, shall appoint a Chair for the following Standing Committees

- I. Fundraising
- II. Communications/ Media
- III. Elections
- IV. Office
- V. Community

### **Section 2: Ad hoc Committees**

The Chair may create ad hoc committees and appoint Members to such committees. Ad hoc committees shall perform such duties as defined in their creation.

### **Section 3: Executive Committee**

- A. The Executive Committee consists of the officers identified in Article 3; the Immediate Past-Chair, who shall be chief historical officer; a representative from the Mason County Democratic Women’s Club; and a representative of Mason County Young Democrats; and the Chairs of the Standing Committees identified in Article 5.
- B. The Executive Committee shall meet regularly prior to monthly meetings or at the call of the Chair.
- C. Only officers identified in Article 3 may vote at Executive Committee meetings.
- D. The function of the Executive Committee is to make recommendations to the Membership upon matters of concern and to perform such specified functions and duties as prescribed by the Bylaw, resolution, policy, or procedure.
- E. In emergencies, the Executive Committee may authorize business that normally would be subject to approval by the Membership. All emergency authorizations by the Executive Committee require a quorum of the voting members of the Executive Committee.

## **ARTICLE 6- ELECTIONS AND RULES OF PROCEDURE**

### **Section 1: Organizational Meeting**

- A. The organizational meeting shall be held every two years as required by the State Party and the law, including, but not limited to, Chapter 29A.80 RCW, as amended, anytime after certification of the general election but before the second Saturday in January.
- B. The meeting shall be held at time generally convenient to the elected PCOs at a place designated by the Chair.
- C. The Secretary shall notify members in writing of the meeting at least five (5) days prior to the date.
- D. The only business to be conducted at the organizational is to elect a Chair Pro Temp, then to elect officers identified in Article 3. A quorum is a majority of the elected PCOs.
- E. The organization meeting shall be called to order by the Chair, who shall preside until the election of a Chair Pro Temp. The Chair Pro Temp shall preside until all officers are elected.

### **Section 2: Regular Meetings**

- A. Unless otherwise determined by the Governing Body, Regular meetings shall be held at least 10 x per year on the 2nd Wednesday of the Month, unless another date is designated by the Chair and/or the Executive Committee.
- B. The place will be designated by the Chair/and or the Executive Committee.
- C. The Chair shall prepare the agenda.

### **Section 3: Special Meetings**

- A. Special meetings may be called at anytime by the Chair, or in the Chair's absence or incapacity, by the Vice Chair, or by a third of the Governing Body.
- B. The person or persons calling a special meeting shall designate the location, date, and purpose of the meeting. No business shall be transacted or action taken that is not specified in such notice.
- C. The Secretary shall notify the Membership of special meetings in writing at least five (5) days in advance.

### **Section 4: Who May Vote**

- A. At the organization meeting, only PCOs certified as elected may vote for Chair, Vice Chair, and State Committee Members.
- B. After the organization meeting, only the Governing Body (elected & appointed PCO's) may vote:
  - a. to fill officer vacancies,
  - b. to elect representatives to other Party organizations,
  - c. to nominate persons for elective office,
  - d. to nominate replacements for vacancies in elective office,
  - e. to adopt or amend bylaws,
  - f. to adopt or amend the Approved Budget, and on any other matter reserved to the Governing Body by law or the State Party.
- C. The Membership may vote on all matters not otherwise reserved to the Governing Body. The Membership may make a non-binding advisory vote on any matter that is reserved to the Governing Body upon the motion of any Member.
- D. Each Member shall have one vote, unless a weighted vote is required by law or the State Party.
- E. Proxy and absentee voting are prohibited, except as otherwise authorized Article 2, Section 3, Deputy PCOs.

### **Section 5: Additional Procedural Rules**

- A. The current edition of Robert's Rules of Order governs all procedural matters not specifically covered by these Bylaws.
- B. The presiding officer shall recognize Members before recognizing non-members, though non-members shall be allowed to speak consistent with the rights to speak afforded Members.
- C. The Secretary shall record the proceedings of all regular, special, and Executive Committee meetings in writing. In the absence of the Secretary, the presiding officer shall designate someone to record the minutes.
- D. Notification in writing may include delivery by hand, electronic or postal mail.
- E. Unless otherwise specified, all votes are subject to majority rule, which is more than fifty percent (50%) of the Members, Governing Body, or committee members (as appropriate to the vote taken) present at the meeting.
- F. Unless otherwise specified, a quorum consists of Members, Governing Body, or committee members present as appropriate to the vote taken.

## **ARTICLE 7 – ENDORSEMENT AND SUPPORT OF CANDIDATES AND BALLOT ISSUES**

### **Section 1: Candidates**

- A. The Membership may endorse, approve, or oppose candidates seeking elected office with or without a request from the candidate.
- B. The Membership may endorse only one candidate for each elective office at any one time. The Membership may (1) withdraw an endorsement and endorse another candidate or (2) endorse another candidate if the originally endorsed candidate's campaign ends.
- C. The Membership may approve as many candidates for elective office as it deems appropriate.
- D. Paid campaign workers may not vote to endorse, approve, or oppose any candidate for the same office being sought by their candidate.
- E. The Executive Committee may screen candidates and recommend to the Membership whether to endorse, approve, or oppose any candidate. If a candidate is screened by the Executive Committee, the Membership may endorse, approve, or oppose any candidate by majority vote.
- F. If not screened by the Executive Committee, action to endorse, approve or oppose a candidate requires a two-thirds (2/3) vote.
- G. The Executive Committee may delegate authority for process and review of candidates to an Elections Chair and Committee for recommendation to the Membership.
- H. Endorsed candidates may receive non-financial aid and financial aid in accordance with Article 8.
- I. Approved candidates may receive non-financial aid only.
- J. No action equates to no official support for or opposition to a candidate.

### **Section 2: The Membership may endorse or approve ballot issues.**

No action equates to no official support for or opposition to a ballot issue.

## **ARTICLE 8 – RECEIPT AND DISBURSEMENT OF FUNDS**

### **Section 1: Approved Budget.**

At the first regular meeting following the organization meeting, the Governing Body shall approve the Approved Budget, which is a two-year budget that, among other things, establishes the organization's spending priorities. The Governing Body may amend the budget at any subsequent regular or special meeting.

### **Section 2: Expenses**

- A. Expenditures shall generally conform to the amounts allowed for in the Approved Budget.
- B. No person or committee shall incur any expenditure unless authorized to do so by the Annual Budget or the Governing Body.
- C. The Membership may establish detailed expenditures within the categories in the Approved Budget.
- D. In emergencies, the Chair or Executive Committee may approve expenditures that do not conform to the Approved Budget, provided notice is given to the Governing Body at the next regular meeting.

### **Section 3: Financial Aid to Candidates and Campaigns for Ballot Issues.**

The Membership may grant any amount of financial aid to any candidate or ballot issue endorsed under Article 7, provided the amount complies with law and also provided, the entire amount of all financial aid granted to all candidates and ballot issues conforms to the Approved Budget.

### **Section 4: Override by Governing Body**

The Governing Body may override any approval of expenditure made by the Membership under this Article 8.

## **ARTICLE 9 – RESIGNATIONS, DISMISSALS, AND RECALLS**

### **Section 1: Voluntary Resignation**

Any Member may resign by submitting a resignation in writing to the Executive Committee. PCOs seeking to resign from elective office must resign in accordance with law.

### **Section 2: Absence**

When records show any PCO has been absent for three consecutive regular meetings without cause, the Governing Body may direct the absent PCO to be asked to attend meetings or submit formal resignation.

### **Section 3: Recall**

Recall of any elected PCO is in accordance with law, including but not limited to, RCQ Chapter 29A.56.

## **ARTICLE 10 – POLICIES AND PROCEDURES**

The Membership may adopt or amend policies and procedures to further the aims of the organization and clarify business practices. Approval or amendment of policies and procedures is by majority vote, if thirty days advance notice of the proposal is provided. Without advance notice, approval is by two-thirds (2/3) vote. All policies and procedures must be consistent with the bylaws, platform, and policies of the State Party and the MCDCC.

## **ARTICLE 11 – AMENDMENTS**

The Bylaws may be amended at any regular meeting by the Governing Body, provided that the amendment was submitted in writing at a previous meeting and written notice of the proposed amendment is given to the Membership five (5) days prior to the meeting at which the amendment is to be voted upon.

**These Bylaws are complete as of the meeting held on November 13, 2024.**